

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b>		<b>Schedule No.</b> 2298 <b>Page</b> 1 <b>of</b> 2
<b>Agency:</b> Maryland State Highway Administration Office of Environmental Design		<b>Division/Unit:</b> Landscape Operations Division (LOD)
Item No.	Description	Retention
1	<b><u>Consultant Files</u></b> – contains the following items: Correspondence (incoming/outgoing) Copy of paid invoices Copy of the contract	Retain in Active Files 1 year after closure; transfer to Inactive Files 3 years; and then destroy
2	<b><u>Formal Contract (contracts over \$25,000)</u></b> – contains the following items: Engineer Estimates Contract Correspondence (incoming/outgoing) Work Log Form 42's Form 30 Addendums Change Orders	Retain in Active Files until closure; transfer to Inactive Files 5 years; and then destroy
3	<b><u>Small Procurement Contract (contracts under \$25,000)</u></b> – Contains the following items: Contract Invitation to Bid Correspondence (incoming/outgoing) Bid Results Form 30 Copy of paid invoices	Retain in Active Files until closure; transfer to Inactive Files 5 years; and then destroy
Schedule Approved by Department Agency, Or Division Representative. Date <u>3/11/2004</u> Signature <u>[Signature]</u> Typed Name <u>Charles B. Adams</u> Title <u>Director</u>		Schedule Authorized by State Archivist Date <u>MAY 07 2004</u> Signature <u>[Signature]</u>

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 2298
		Page 2 of 2
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4	<b><u>Yellow Subject Files</u></b> – contains the following items:  Yellow colored coated files alphabetized according to the subject (See attached list of subject names)	Retain in Active Files 1 year; transfer to Inactive Files 3 years; and then destroy.
5	<b><u>FMIS Files</u></b> – contains the following items:  Copies of paid invoices that are alphabetized	Retain in Active Files 1 year; transfer to Inactive Files 5 years; and then destroy.
6	<b><u>Pink Files (Correspondence)</u></b> – contains the following items:  Copies of all letters and memos in alphabetical order	Retain in Active Files 1 year; transfer to Inactive Files 3 years; and then destroy.
7	<b><u>Spray Reports</u></b> – contains the following items:  Herbicide/Pesticide spray reports for all Districts	Retain in Active Files 1 year; transfer to Inactive Files 5 years; and then destroy.